



# Angels Awards Process & Certificate Access

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## Consultant Manual

### Table of Contents

<b>General Awards Process</b> .....	1
1. Here's how the new process works: .....	1
2. What Happens with New Hospitals .....	1
3. Criteria & Rules (to avoid delays) .....	2
4. Timeline Overview .....	2
<b>Certificate Access</b> .....	2
1. Manual for Consultants: How to Access Award Certificates .....	2
2. Certificate access for your HCP's:.....	4
<b>Consultant Contribution</b> .....	5

## General Awards Process

### 1. Here's how the new process works:

- **Step 1:** We receive award results in Excel format from RES-Q, SITS, or local registries.
- **Step 2:** The data is uploaded in bulk directly into our system.
- **Step 3:** With one click from the admin side, the awards go live on the website.

**Important:** Only hospitals that are correctly identified will go live immediately. All “unmatched” hospitals need to be identified and manually adapted. This step can cause delays.

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### 2. What Happens with New Hospitals

- If a hospital is **not yet matched** in our system:
    1. You'll receive an email asking you to find the hospital on the Angels Website.
    2. Please send us the link to the correct organization profile so we can assign the award accurately.
    3. If the hospital is not registered, we'll ask you to initiate the registration process.

Note: Only registered hospitals can receive awards.
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### 3. Criteria & Rules (to avoid delays)

- The organization **must be registered** on the Angels Website.
- Avoid **duplicates** in the system – duplicates slow down identification and can cause incorrect award allocation.
- Awards can only be uploaded for organizations with the Angels Status: **“Part of the official stroke network.”**

### 4. Timeline Overview



## Certificate Access

Certificates are now **automatically generated** and available on the Angels Website.

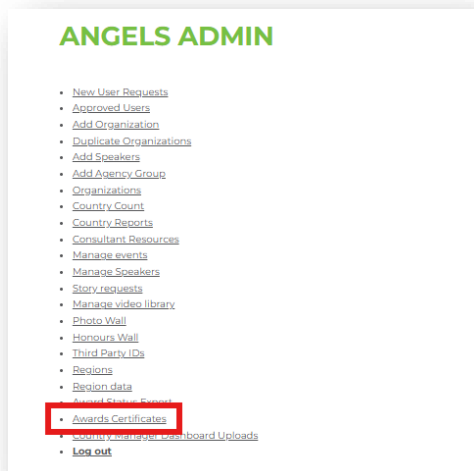
- No more manual email distribution to the organizations.
- Each user from a winning organization can access their certificate directly via their dashboard.
- Consultants have full access to all certificates and can download them using filters (country, quarter, award status, etc.).

### 1. Manual for Consultants: How to Access Award Certificates

#### Step-by-Step Guide

- **Log in to the Angels Website**

Navigate to: Admin > Awards Certificates : <https://www.angels-initiative.com/admin/awards-certificates>



## 1. Apply Filters

- Use filters to narrow your search (e.g., country, region).
- After the awards are published select the “Award Quarter” and click **APPLY** to get the new certificates

**AWARDS CERTIFICATES**

Displaying 1 - 15 of 15  
Select a country before selecting a region

Organization name:

Country: Australia Level 2 region: - Any - Region: - Any -

Consultant:

Organization type: Hospital Third Party Ids: - Any - Organization ID:

Award Quarter: 2025 Q2 Award level: - Any - **APPLY**

## 2. View Filtered Hospitals

- Once your filtered hospitals appear, go to **Action > “Download award certificates”**.
- Choose hospitals:
  - **Individually** by checking each box, or
  - **Select All** by clicking the checkbox at the top.
- Click **APPLY TO SELECTED ITEMS**.

Action: Download award certificates

**APPLY TO SELECTED ITEMS**

Organization ID	Organization	Organization type	Third Party Ids	Country	Level 2 region	Region	Consultant	Award Quarter	Award level	Award Accepted	Edit
<input checked="" type="checkbox"/> 19517	<a href="#">ALFRED HEALTH</a>	Hospital		Australia	Victoria	Stonnington	Samantha Dagasso	2025 Q2	Gold	No	<a href="#">edit</a>
<input checked="" type="checkbox"/> 19591	<a href="#">Box Hill Hospital</a>	Hospital		Australia	Victoria	Whitehorse	Samantha Dagasso	2025 Q2	Platinum	No	<a href="#">edit</a>
<input checked="" type="checkbox"/> 19532	<a href="#">Coffs Harbour Health Services</a>	Hospital		Australia	New South Wales	Mid North Coast	Samantha Dagasso	2025 Q2	Gold	No	<a href="#">edit</a>

### 3. Download Certificates

- A pop-up will appear.
- Click **“Click here”** to download the certificates.
- The downloaded file can be found under the folder “Downloads”



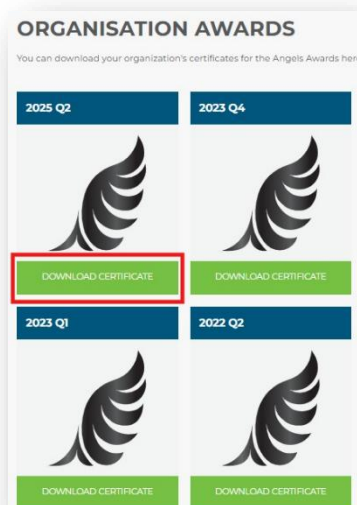
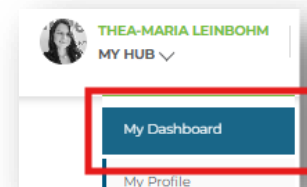
## 2. Certificate access for your HCP's:

### For Users (Hospital Staff):

Each user registered on the Angels Website from a winning organization can now download their certificates (past and present) directly from their personal dashboard.

Here's how to find them:

1. Log in to the Angels Website: [www.angels-initiative.com](http://www.angels-initiative.com)
2. Click on **“My Hub”** under your profile name in the top right corner.
3. Select in the dropdown menu **“My Dashboard.”**
4. In your dashboard, scroll down to **“Organisation Awards”** – your certificates are ready to be downloaded!



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## Consultant Contribution

Your role is crucial to:

- Identify unmatched hospitals quickly to avoid delays.
- Ensure hospitals are registered and avoid duplicates.
- Communicate clearly with HCPs about where to find their certificates.